

CTK/603

**CONFIDENTIAL**

Security Information

11 July 1953

MEMORANDUM FOR: Director of Training

FROM: Executive Secretary, Incentive Awards Committee

SUBJECT: Employee Suggestion - Number 407

1. Transmitted herewith is a suggestion which has been submitted in accordance with  Incentive Awards Program. Inasmuch as your staff is especially qualified to evaluate suggestions in this area of operations, it is requested that this suggestion be reviewed as to the possibility of adoption for improvement in Agency operations.

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2. Please include in the evaluation an estimate of savings that might be realized through adoption of the suggestion. If no monetary savings can be estimated, note any improvements such as better morale or working conditions that you believe would result. If the suggestion is one that will result in savings over a period of years, the estimate should reflect the average annual savings. For your convenience, a form for the evaluation of the employee suggestion is attached.

3. Your assistance in furthering the improvement of Agency operations through your cooperation in this management improvement program is appreciated by the Committee.

Enclosure



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